

## Federal Property Management Regulations

## § 101-41.806-1

(b) Vouchers which do not require the processing of an accounting transaction by the disbursing or accounting office for inclusion in the agency's SF 224, SF 1220, SF 1221, or other approved reporting form, shall be scheduled separately. Such voucher-schedules shall be plainly marked "No-check vouchers." They shall not be submitted to disbursing officers for processing but shall be submitted to GSA (FWAA/C) for audit.

(31 U.S.C. 952, 31 U.S.C. 3726; 40 U.S.C. 486(c))  
[42 FR 36672, July 15, 1977, as amended at 52 FR 12170, Apr. 15, 1987]

### **§ 101-41.805-2 Deductions from disbursement vouchers.**

(a) When the payee of an approved basic voucher is not to receive the gross amount and a separate check must be drawn or a transfer made, SF 1096, Schedule of Voucher Deductions, shall be prepared for the amount or amounts of the voucher deductions. SF 1096 shall show, in addition to the data identifying the schedule by number, department, bureau, etc., the following:

(1) The related voucher number from which the deduction is made;

(2) Complete information regarding the purpose for which the voucher deduction is made;

(3) The symbol of the appropriation or other account to be credited; and

(4) The amount of the voucher deduction.

(b) When a deduction is made to recover an amount charged to an appropriation or fund account other than one to which the voucher carrying the deduction is chargeable, reference must be made to the disbursing office (station) symbol number and the voucher number on which the amount was overpaid. When the voucher-schedule contains more than one voucher deduction, a summary by appropriation or fund accounts of all voucher deductions must be made on the voucher-schedule, showing the symbol of each account creditable.

(c) When an amount is deducted from more than one basic voucher listed on an SF 1166 OCR, the agency shall take action as follows:

(1) Show the net amount payable to each payee in the amount column of the SF 1166 OCR;

(2) Record the total amount deducted as the last item in the address column of the SF 1166 OCR:

See attached SF 1096 No. \_\_\_\_ \$ \_\_\_\_;

(3) List the deductions individually on an SF 1096; and

(4) Annotate the basic voucher "Paid in the amount of \$\_\_\_\_. See SF 1096 No. \_\_\_\_."

[42 FR 36672, July 15, 1977, as amended at 52 FR 12170, Apr. 15, 1987]

### **§ 101-41.805-3 Vouchers payable in foreign currency.**

Disbursements to be made in a foreign currency shall be clearly indicated on the voucher-schedule by noting "Payable in (*name of currency*)" in the address column above the names and addresses of the payees. The individual amount due, expressed in the foreign currency, shall also be recorded in that column opposite each payee's name and adjacent to the amount column. The U.S. dollar equivalents shall be inserted in the amount column and in the appropriation summary block by the disbursing office.

### **§ 101-41.805-4 Certificate of settlement issued by the General Services Administration.**

Procedures relating to payment based on GSA Form 7931, Certificate of Settlement, issued by GSA are outlined in § 101-41.605-2. In scheduling such certificates for payment, the original and the claimant's notice copy of the certificate of settlement shall be forwarded with the voucher-schedule to the disbursing office. After return of the original voucher-schedule by the disbursing office, the agency shall attach to it a copy of the related certificate of settlement.

### **§ 101-41.806 Processing of SF 1166 OCR.**

#### **§ 101-41.806-1 Makeup and initial distribution of forms.**

Agencies shall prepare an original SF 1166 OCR and at least two copies of the SF 1166-A OCR. The original and two copies shall be forwarded to the appropriate disbursing office for payment processing.

[52 FR 12170, Apr. 15, 1987]